



Assistant Automotive Fleet Manager

Department: General Services

EEO Code: 22

Class Code: 3138

FLSA: E

Effective: 01/07/2005

GENERAL STATEMENT OF DUTIES:

Under general direction of the Automotive Fleet Manager, performs work of considerable difficulty in the management of the Fleet Management Division, Department of General Services in support of the Chesterfield County Government and Chesterfield County Public Schools automotive vehicle fleets; performs other related work as required.

SPECIFIC STATEMENT OF DUTIES:

Assists in the management of the Fleet Management Division and directly supervises the administrative and financial staff to provide effective and efficient automotive fleet service; monitors and analyzes administrative and financial data; conducts research; directs the staff in administrative, accounting, and procurement activities; Assists the Fleet Manager in forecasting, preparation and implementation of the division's budget and long range equipment replacement program; monitors accuracy and timely submission of invoices for payment; ensures employee professional development through internal and external education and training programs; assists in the preparation of countywide administrative policies; monitors employee relations; prepares employee evaluation reports; ensures compliance with local and state laws and regulations to ensure the proper preparation, maintenance, and disposition of public records; coordinates the activities involving the acquisition of vehicles to include preparation of specifications, calculation of operational and maintenance costs, bid submission, and final disposition; compliance with environmental laws and regulations; oversees the procurement and retail distribution of vehicle fuels at county-owned vehicle fuel sites; directly administers a vehicle leasing program; monitors revenue reconciliation for all cost centers and major automotive manufacturers revenue for in-house automotive warranty repair center; works with the division environmental, health, and safety officer to ensure division compliance with local, state, and federal laws, regulations, and other legal requirements; serves as the assistant emergency management coordinator for the division and assists in managing the division emergency operations center during incidents requiring the activation of the center; conducts briefings, prepares routine and special correspondence, reports, and studies for submission to the department director, county leadership group and other county management for their information, review or signature.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of the principles, practices, methods, and procedures of human resource management, budget, and administration; general knowledge of the principles and practices of automotive fleet management; considerable knowledge of managing and operating a small to medium size business, Thorough knowledge of principles and practices of organizational management; considerable knowledge of automated financial, procurement, inventory control, and fleet management data systems; ability to compile and evaluate data, draw sound conclusions, and recommend a course of action; ability to solve problems and resolve conflicts; ability to effectively manage, train, and motivate employees; ability to communicate clearly and concisely in oral and written communications, ability to develop and maintain effective working relationships with customers, co-workers, county officials, vendors, contractors, public and private sector organizations, and the public; excellent presentation skills; considerable computer skills in the use of word processing,

MINIMUM EDUCATION AND EXPERIENCE:

Any combination of education, experience, and training equivalent to the following: graduation from an accredited college or university with a baccalaureate degree in Business Administration, Public Administration, Transportation Management or a closely related field; plus five years of increasingly responsible experience in motor transportation, fleet management, or administration of a medium-size business that includes responsibility for two or more of the following functions: automotive maintenance operations. fiscal control.

ADDITIONAL REQUIREMENTS:

Must possess a valid driver's license issued by the Commonwealth of Virginia.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
